



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
PO Box 44000 • Olympia, Washington 98504-4000

October 2, 2006

Dear Survey Participant:

The Department of Labor and Industries (L&I) is conducting this survey to gather wage information so that we may calculate the “prevailing wage” to be paid to workers on public works projects governed by Chapter 39.12 RCW, Prevailing Wages on Public Works.

Prevailing wage is the hourly wage, benefits and overtime paid in the largest city in each county to the majority of workers in each trade. L&I is required by law (RCW 39.12) to establish a prevailing wage for each trade and occupation employed in public work.

Your participation in this survey is critical. The prevailing wage is intended to reflect local wage conditions for work performed from July 1, 2005, to June 30, 2006. The more responses L&I receives, the closer the results will be to the actual wage rates paid to workers in these trades throughout the state.

All identifying company information will be kept confidential.

Enclosed you will find:

- Instructions (on the other side of this letter)
- Survey form
- “Scope of work” definitions for your trade (on the back of the survey form)
- A postage-paid return envelope

We must have your completed survey **no later than Dec. 31, 2006**, in order to include your wage information in our calculations. The survey may also be sent electronically or by fax. Please see the instructions for further details.

Thank you very much for taking the time to complete this important survey. If you have any questions, please contact Gustavo Avilés in the Prevailing Wage office at 360-902-5304, or by e-mail to avig235@LNI.wa.gov.

Sincerely,

David J. Soma
Industrial Statistician

Department of Labor and Industries

Wage and Hour Survey Instructions

General instructions. Please read before completing the survey.

- **Your participation in this survey is critical.** The prevailing wage is intended to reflect local wage conditions for work performed from **July 1, 2005, to June 30, 2006**. The prevailing wage could be briefly defined as the “going rate” for a particular trade. The more responses L&I receives, the closer the results will be to the actual wage rates paid to workers in these trades throughout the state.
- **All identifying company information is confidential, per RCW 43.22.290.**
- **Please report hours worked for both public and private projects from July 1, 2005 through June 30, 2006, for each sub-classification of the trade of this survey.** The sub-classifications are listed on the back of the questionnaire with the scope of work for your trade. If you did *not* employ any workers in any of these sub-classifications during the survey time period, please check the box on the survey form, fill in your company information and return the survey to L&I **by Dec. 31**.
- **Include hours for journey-level workers only.** Do not report hours of work, wages or benefits paid to trainees, apprentices, helpers, supervisors or owner/operators.
- **State all work in hourly terms:** Do not list annual or monthly salaries or piece-rate earnings. All wages and benefits must be reported in hourly rates.
- **Report wage and hour information by county and largest city within each county.** Wage and hour information must be separated out by the county where the work was performed and the number of hours of work performed in the largest city of each county. L&I will use this data to calculate a separate prevailing wage for each county in the state, as required by law. See the table, “Washington’s Counties and Largest Cities,” later in these instructions to find the largest city in each county.
- **We must have your completed survey no later than Dec. 31, 2006, to include your information in our calculations.** Please use one of the following methods to return your survey information:
 - By mail in the postage-paid return envelope we enclosed.
 - By fax to 360-902-5300.
 - By e-mail: You may create your own form or you can download the survey form from our web site www.LNI.wa.gov/TradesLicensing/PrevWage. Select “Survey Form.” When finished, send the completed form as an attachment to: Gustavo Aviles at avig235@LNI.wa.gov.
- **Trades that L&I is surveying throughout this period:** We are surveying the 10 trades or occupations listed on the next page.

If you employed workers that performed any of these occupations and you did not receive a survey for those trades, please contact the Prevailing Wage office and ask for a survey of those trades.

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| 1. Asbestos Abatement Workers | 7. Remote Inspection and Cleaning of Sewer/Water Systems |
| 2. Elevator Constructors | 8. Roofers |
| 3. Inland Boatmen | 9. Sign Makers and Sign Installers |
| 4. Landscape Construction | 10. Well Drillers and Irrigation Pump Installers |
| 5. Metal Fabricators – In Shop | |
| 6. Playground and Park Equipment | |

Instructions for filling out columns A–I on the survey form.

A. Sub-classification of the trade or occupation: Please use the “scope of work description” to identify the sub-classifications of the trade of this survey in which your employees worked during the survey period. List each sub-classification separately on the Wage and Hour Survey Form.

B. County where the work was performed: Please list each county separately if you are reporting work in multiple counties.

C. Hourly base wage rate: This is the hourly wage rate paid to the worker(s). Please list separately if workers of the same sub-classification were paid different rates in a given county and/or the largest city. Do not include benefits in this entry. Do not include wages paid to apprentices or trainees in this survey.

D. Hours worked in the county: Report the total number of hours worked by all workers for each hourly rate in column “C” within each county where the work was performed.

E. Hours worked in the largest city: Of the hours reported in column “D,” list the number of hours worked within the largest city. This information is needed because L&I is required to calculate the rate of hourly wages, benefits and overtime paid to the majority of workers in the same trade working in the largest city of each county.

Note: Please see the table that follows to identify the largest city in each Washington county.

F. Total hourly insurance rate paid (medical, dental, vision, life, etc.): Insurance rate includes medical, dental, vision and life insurance. Report insurance rate in per-hour terms. If you do not know the hourly rate, please determine it by dividing the total insurance benefits paid by total hours worked.

Note: Do not include insurance benefits that are employee paid through payroll deduction, workers’ compensation premiums, unemployment insurance or any other federally or state-mandated payroll deductions.

G. Total hourly payments to pension or retirement plans: Report payments in per-hour terms. If you do not know the hourly rate, please determine it by dividing the total pension or retirement plan benefits paid by total hours worked.

Note: Do not include pension or retirement benefits that are employee paid through payroll deduction.

H. Total hourly payments for vacation and/or holiday paid: Report vacation or holiday benefits in per hour terms. If you do not know the hourly rate, please determine it by dividing the total vacation or holiday pay provided to the worker by the number of hours worked.

I. Hourly payments to apprenticeship programs: Report total payments made to apprenticeship or training programs recognized by the Washington State Apprenticeship and Training Council. Report payments in per-hour terms. If you do not know the hourly rate, please determine it by dividing the total payments by total hours worked.

Table: Washington Counties and Largest Cities

County	Largest City	County	Largest City	County	Largest City
Adams	Othello	Grays Harbor	Aberdeen	Pierce	Tacoma
Asotin	Clarkston	Island	Oak Harbor	San Juan	Friday Harbor
Benton	Kennewick	Jefferson	Port Townsend	Skagit	Mount Vernon
Chelan	Wenatchee	King	Seattle	Skamania	Stevenson
Clallam	Port Angeles	Kitsap	Bremerton	Snohomish	Everett
Clark	Vancouver	Kittitas	Ellensburg	Spokane	Spokane
Columbia	Dayton	Klickitat	Goldendale	Stevens	Colville
Cowlitz	Longview	Lewis	Centralia	Thurston	Olympia
Douglas	East Wenatchee	Lincoln	Davenport	Wahkiakum	Cathlamet
Ferry	Republic	Mason	Shelton	Walla Walla	Walla Walla
Franklin	Pasco	Okanogan	Omak	Whatcom	Bellingham
Garfield	Pomeroy	Pacific	Raymond	Whitman	Pullman
Grant	Moses Lake	Pend Orielle	Newport	Yakima	Yakima